

Alcatel 4400 User Guide – Advanced Handset

To make an internal call	Dial extension number
To make an external call	Dial 9 followed by the telephone number
Dial by name	Type 1st 3 letters of persons name use up and down arrow to select name and press return key to dial
To receive a call	Lift receiver or press handsfree key
To transfer a call	Dial extension number, announce caller and replace receiver
To retrieve a call	Press the 'Enquiry' key or press 2
Broker call	Press 'Broker' key (allows extn to toggle)
To hold a call	Press 'Enquiry' key
To retrieve a held call	Press 'Enquiry' key
To park a call	Press 'Park' in display or dial *75 and extension number you are picking call up from
To retrieve a parked call	Dial *75
To initiate a 3 way conference	Receive/make 1 st call, dial extension number of 3 rd party, and press 'Conf' key in display or dial 3 to join all 3 together
To exit 3 way conference	Replace receiver, the other parties will remain talking
Last number redial	Press your redial key or dial *70
Callback (If extn busy)	Dial the extension number and press 5
Pick up individual extn	Dial *72 and extn number that is ringing
Group call pick up	Dial *73
Divert calls immediately	Press 'Divert' key or dial *60 and extension number to receive calls (i, Consult, service, apply, select immed, apply, dial extn no)
Divert calls when busy	Dial *61 and extension number to receive calls (i, Consult, service, apply, select Bynor, apply, dial extn)
Divert calls on no reply	Dial *62 and extension number to receive calls
Divert calls busy/no reply	Dial *63 and extension number to receive calls
Cancel all diverts	Dial *64
Do not disturb	Dial *78 and enter your personal code
Cancel do not disturb	Dial *78
To programme personal directory	Press i key, Press ' Prog ' key in display, press ' Keys ' in display, select Key using arrows, press soft key, dial 9 and telephone number or extension number, press ' Apply ' in display, type name using keypad (max 6 characters), press ' Apply ' in display, press release key
To use personal directory	Use navigator key to select screen and press soft key to call
To change ring tune	Keep pressing the 'Ok' key, or press 'Next' in display
To change ring volume	Press + or – keys
To activate touch tone dialling	When answered by a recorded message press tones key or dial #4
To lock your handset	Dial *77
To unlock your handset	Dial *77, enter personal code (0000)